MAINE Adult Education

The adult thing to do.

MAEMIS

MAINE ADULT EDUCATION MANAGED INFORMATION SYSTEM

A HELP MANUAL FOR MAEMIS DATA ENTRY PERSONNEL IN ADULT EDUCATION

MAEMIS VERSION 5

FORWARD

On the following pages, you will find a user's guide to MAEMIS, the Maine Adult Education Managed Information System, Version 5. This guide was developed as a collaborative effort between the Department of Education and the Center for Adult Learning and Literacy. A major update for Version 5 of MAEMIS was developed by Jan Gove.

For the inevitable questions that arise, please contact your resource guide. You will find contact information in the Table of Contents.

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MAINE ADULT EDUCATION MANAGED INFORMATION SYSTEM

Adult Education practitioners have known for some time that the adult education system has a significant impact, that people's lives are transformed, not only by completing high school or obtaining a GED, but by gaining economic self-sufficiency, improving family systems, and increasing involvement in the community. We need to have a vehicle for communicating these achievements. Collecting and summarizing data documenting *measurable* outcomes is the vehicle best understood by state and local legislators, and federal funding sources. MAEMIS is Maine's vehicle for collecting this data.

To successfully utilize MAEMIS, it is imperative that program administrators identify the staff responsible for *gathering* student information, *entering* data in the system, *interpreting* data, and *understanding* the data collection system. Program administrators are ultimately responsible for the data reported to the state and federal governments.

WHAT IS MAEMIS?

MAEMIS is a relational database created using FileMakerPro as the database management program. (The latest version of FileMakerPro as of this writing is 6, and earlier versions are 3, 4 and 5). MAEMIS is comprised of a series of files linked or related by information common to two or more files. For example, the studentid field relates student information with registration information. There are many files that work together in MAEMIS. There are also files used during the ARCHIVING process. These files will be explained shortly, but first, databases and FilemakerPro must be discussed.

A database is a software application designed to hold information. It can be thought of as a Rolodex. Each database can be made up of one or more FILES. Each FILE contains one or more RECORDS. Each RECORD contains one or more FIELDS.

The essence of all databases is the ability to create customized reports, the ability to find specific information, and sort information. However, quality reports depend on accurate and complete data entry; if the information is entered incorrectly or incompletely, reports and finds will be erroneous.

Therefore, it is the intent of this guide to help make you successful in entering and utilizing all the information that can be stored in this database called MAEMIS.

FILEMAKERPRO

FilemakerPro has been selected for the database shell due to its capability to run on Macintosh and Windows, its programming flexibility, its on-line help, and its forgiveness to the user. It is relatively easy to correct errors. Also, FilemakerPro automatically saves your work for you. Unfortunately, if you lose power or "crash" while using a program like FilemakerPro, your files may become damaged.

IMPORTANT !

To combat the loss of your data, **BACK UP** your files on an IOMEGA ZIP Drive, CD or compatible unit. You should backup regularly, and especially when you enter lots of data during registration, and before you make any major transitions (new release, add a fix, archive data). If the concept of backing up is new to you, please discuss it with your computer coordinator or call your resource guide for information.

As mentioned above, the essence of FilemakerPro, and all databases for that matter, is the ability to **FIND** and **SORT** information. The official FilemakerPro manual has excellent information concerning FIND and SORT. It is also available as part of the FilemakerPro Program in both Mac (Under the "?" on the Menu Bar) and Windows (Under Help in the Menu Bar) versions. It can be accessed by choosing the Question Mark or Help in the Menu Bar. There are some excellent third party FilemakerPro manuals available as well.

FILEMAKERPRO MENU SYSTEM

FilemakerPro uses a Menu System. Across the top of each screen is a Menu Bar. The words "File", "Edit", "View", "Insert", "Format", "Records", "Scripts", "Window" and "Help" are in the bar. The exact words on the menu bar are dependant upon the version of FilemakerPro that you are running.
The following section details **some** of the more frequently used menu options:

FILE

Print - When you select Print, you will be presented with a Dialog Box. You have choices on how to print. If "Print Records Being Browsed" is selected, it will print all the records or all the records in a Found Set. If "Print Current Record" is selected, it will only print the one record that is selected.
Save a Copy As**...** - This will allow you to save a copy of the file you are currently working in.
Import/Export**...**This command will allow you to quickly move a large amount of information from one file to another.
Recover - Use this command to recover data from a damaged file.

EDIT

Cut, Paste, and Copy - are standard actions that take place in all Mac and Windows environments.

VIEW

Browse Mode - In this mode you may view and edit records (type in fields). For data entry, this is the mode you use most often.

Find Mode - This item allows you to manually find information. When you select this, you must then enter the Find Criteria in its associated Field....then click the Find Button. The result will show a Found Set of the Records selected. See FilemakerPro Help for more information.

CAUTION !

Layout Mode – This mode should be used by **experienced users only**. Sometimes you need to make cosmetic changes to a Layout. This can be done in the Layout Mode using the tools that will appear on the gray palette to the left. Refer to Layout Mode and Palette in the FilemakerPro Help Section for more information.

Preview Mode - Many Reports in MAEMIS will appear in this Mode. You may only view them and print them. You cannot enter information while in this view. There will be a "Continue" Button on the gray palette to the left. When you are finished with the report, click this button to move on.

RECORDS

New Record – Choose this option if you are entering a new Reg, Intake, Course, etc. MAEMIS normally will have a button at the top of the screen you can click on instead of choosing this option on the menu list.

CAUTION !

Delete Record - Careful! This item will delete (forever) the current record you are working with. Before this happens, you will see a Dialog Box asking if you really want to do this. (You may also see a message giving you a choice of deleting the entire record or a related record. More information on that situation is in the section on REGISTRATION ENTRY.)

Delete All/ Delete Found - Careful! This item will delete all the records or all the Found Records. If all your records are showing, they will all go away (forever). If you have performed a Find, and, let's say 10 records out of 100 have been found, the 10 found records will go away (forever). You will see a dialog box asking you if you want to delete x number of records.

Sort... - If you choose sort, you will be presented with a Dialog Box asking you to choose a Field(s) to sort by. It can be ascending or descending. When you click the Sort Button the Records will be sorted.

Show All - After having performed a Find, Show All (the same as FIND ALL in earlier FilemakerPro releases) will bring all the Records back again.

Show Omitted, Omit Records, and Omit Multiple.... Once you perform a Find, the records that match your request are known as a found set. All the other records in the file that are not part of the found set are the omitted set. Show omitted will display those records. Selected records from a set can be removed from that set with the Omit Records command. Omit Multiple excludes a specified number of records from the found set. Please refer to the FilemakerPro Help System for more information.

WINDOW

All the FILES that are currently open will be listed under this item. If you click on a file name in this list, you will go to that file. This is a way to get to another FILE quickly, instead of returning to the MENU. Be aware that it will only take you to the FILE you want, not necessarily to the exact Layout that you want.

HELP

The options for this Help are provided by FilemakerPro, not MAEMIS. You can get assistance with things like FIND, or SORT, features which MAEMIS uses. You are encouraged to use this HELP option.

BUTTONS AND NAVIGATION

MOVING BETWEEN FIELDS AND RECORDS

Each record is made up of fields. To navigate fields you have three choices:

1. The Tab key moves from field to field in a predetermined order (the order can be customized for you if necessary).
2. The Shift-Tab combination moves in reverse order.
3. Click within the field you desire.

To move back and forth between each record, use the little book (also referred to as a Rolodex) at the top of the gray palette to the left. The bottom page of the rolodex moves to the next record while the top page moves to the previous record. Click on the appropriate page to activate. The result of the click will be determined by the MODE you are currently in (see MODE above). The chart below differentiates the results:

MODE	TOP PAGE	BOTTOM PAGE
Browse	Previous Record	Next Record
Preview	Previous Page (of report)	Next Page
Layout	Previous Layout	Next Layout
Find	Previous Request	Next Request

If the Top or Bottom Pages in the Rolodex are blank, it means that there is nothing further in that direction. (See FilemakerPro Help for more information.) At the lower right corner of the book, is a number. This number represents the record currently selected. (In the above figure, it is the first record, represented by the number 1.) Below the book you will see the word "Records:" The number below this represents the total number of records in the file. If you have performed a FIND, you will see the word "Found:" below the number of records. The number below that represents the number of records found in the last FIND that was executed.

BUTTONS

Most Layouts that appear in the Browse Mode will contain Buttons. A button does not necessarily look like a "push button", but it can be designed that way. It can also look like the tab of an index card. A button is an object on your screen that, when clicked, will automatically do a set number of activities, like produce a report, or perform a sort. In MAEMIS, many buttons are words at the top of the layout. The word "Menu" is there along with utility Buttons like "Find", "Find All" and "Sort." There will be three sets of buttons on most Layouts. The first type performs functions like creating a new record, finding, sorting, etc. The second set will take you to other Layouts and Reports within that File. The third set will take you to another file. There will always be a MENU Button.

THE BIG PICTURE

THE FILES OF MAEMIS

MAEMIS is made up of 13 files. They are:

1. MENU.FP5
This is the startup file. All the other files are opened from this file.

2. INST.FP5 (Instructor)
This file contains a list of all instructors, their SSN, address and phone.

3. MSTRCRS.FP5 (Master Courses)
This file may contain courses that your program has offered in the past. It is an optional file to be used as a repository of courses. You can also retrieve old courses from this file to create new courses for your current or upcoming semester.

4. COURSES.FP5
All courses must be entered here. Besides the course entry form, other information relating to courses can be accessed here as well. These include a course listing, instructor list, teacher mailing labels, and instructor contracts. From the Courses file, you can retrieve courses from the Master Courses (MSTRCRS) or retrieve instructor information from the Instructor File (INST).

5. STDT.FP5 (Student)
All of your students require an entry in the student file. This file contains demographic information as well as the "STUDENTID" field, which is used to connect related records.

6. REG.FP5 (Registration)
Here the student is registered for courses and payment transactions may be recorded. Other credits such as transcript or awarded credits are recorded here as well. A student payment list showing balances may be accessed as well as a list of daily payments (the payment information is actually part of the PYLI file.)

7. SCLI.FP5 (Student Course Line Items)
The student and course information is consolidated in this file in list form. It enables you to FIND information for a student or students relating to courses taken. It also yields many reports such as attendance rosters

for teachers, grade and attendance forms, student histories, mailing labels, the Sub-20 Reports, the Course Summary Report (for the EFX-132), and more.

8. PYLI.FP5 (Payment Line Items)
Daily payments are compiled here. The use of this file is optional. It can be used to review the method of payment made by student and date. It also shows different monetary disbursement such as refund, waiver, senior citizen, high school diploma, and more. This file will also yield a Daily Payment Account Report which displays the above information by Account (if necessary), Type (cash, check, etc.) and student. The file is time sensitive in that it can present information based on a range of dates found.

9. INTAKE.FP5
The Intake contains vital information for all ABE, GED, HSD and ESL students. This includes Age, Ethnicity, Educational Functioning Level, Entrance Status, Achievement, Progress, Separation and Completion Information and GED Information. All Federal reports, with the exception of attendance hours, are compiled from this file. In other words, in order to produce the Federal reports, the information you put into INTAKE needs to be complete and accurate.

10. ASSESSMENT.FP5
This File collects information that was entered into Intake on the assessment tab.

11. REPORTNRS.FP5
This file is populated when you click on the big red "Report NRS" button on the Menu file, Reports tab.

12. FAMLIT.FP5
The FAMLIT file contains information that you enter on the Intake Famlit Info tab.

13. ZIP CODES.FP5
This file correlates Maine towns and cities with their zip code.

MAEMIS LAYOUTS

For each of the files above, there are various **layouts** defined that allow you to see the pieces of information (fields) that are contained in a given file. For example, the Courses file has a lot of information about each course that you offer. We use a layout called Course Entry to enter and view this information. We can use another layout called Course List to see some of the same information but in a list form so we can see more than one course at a time. So a layout displays selected fields of information for different purposes. The reports that you create in MAEMIS use a specific layout to show you the data, and allow you to print the data in an organized manner.

MAEMIS TIMELINE

The purpose of this timeline is to give you an overall, activity-based picture of what happens chronologically. All of the activities will be discussed in the DETAILS section of this guide.
For simplicity, assume a program has a spring and fall semester and we will start at the fall. Also assume there are already student records and instructor records from previous years and the Global Setup is done.

1. Select and Input Courses for Fall Semester. Input any new instructors to the INST file.
2. Enter the registrations AND Enter Intake information. (No need to do one before the other). Input any new students to the STDT file as you go.
3. By the end of the semester, input the attendance, grades and credits for those students requiring grades.
4. Sometime after January 1, run "Sub 20" Report (and any other calendar year end reports).
5. Transition to new Spring semester. Select courses and update dates, times, add new courses, copy unused courses to Master Courses if desired, or delete them.
6. Enter the registrations and any new Intake information. (New Intakes can be entered all year).
7. At semester end, (or as semester progresses) input the attendance, grades and credits for those students requiring grades.
8. Verify all intakes have complete information.
9. Run Federal Reports, Course Summary and "Sub 20" reports
10. You may choose to archive at this time, but only records that are for students who have separated or completed at least two years ago.
11. Transition to new Fall semester
12. Repeat steps 2 to 11.

GETTING STARTED

WHAT'S ON THE MENU TONIGHT?

The Menu is the place where you will begin. **(See Figure below.)** To get to the menu, you can have an icon on your desktop that when double-clicked, will take you to the menu screen (MENU.FP5 file). It depends on whether you are on a MAC or a PC as to how that icon is created. If you are on a network, and MAEMIS is shared by multiple users, there is a procedure to follow for you to get to the "host" computer. The host computer should be started first. A remote user would first start FilemakerPro, select "open an existing file", and then click on the HOST button on the next "open file" screen. You then click on the name of the file you want to open, usually the MENU.

You may need to consult with your local support technician for more information on how to start a program and set up icons, as it is beyond the scope of this manual to cover non-MAEMIS procedures.

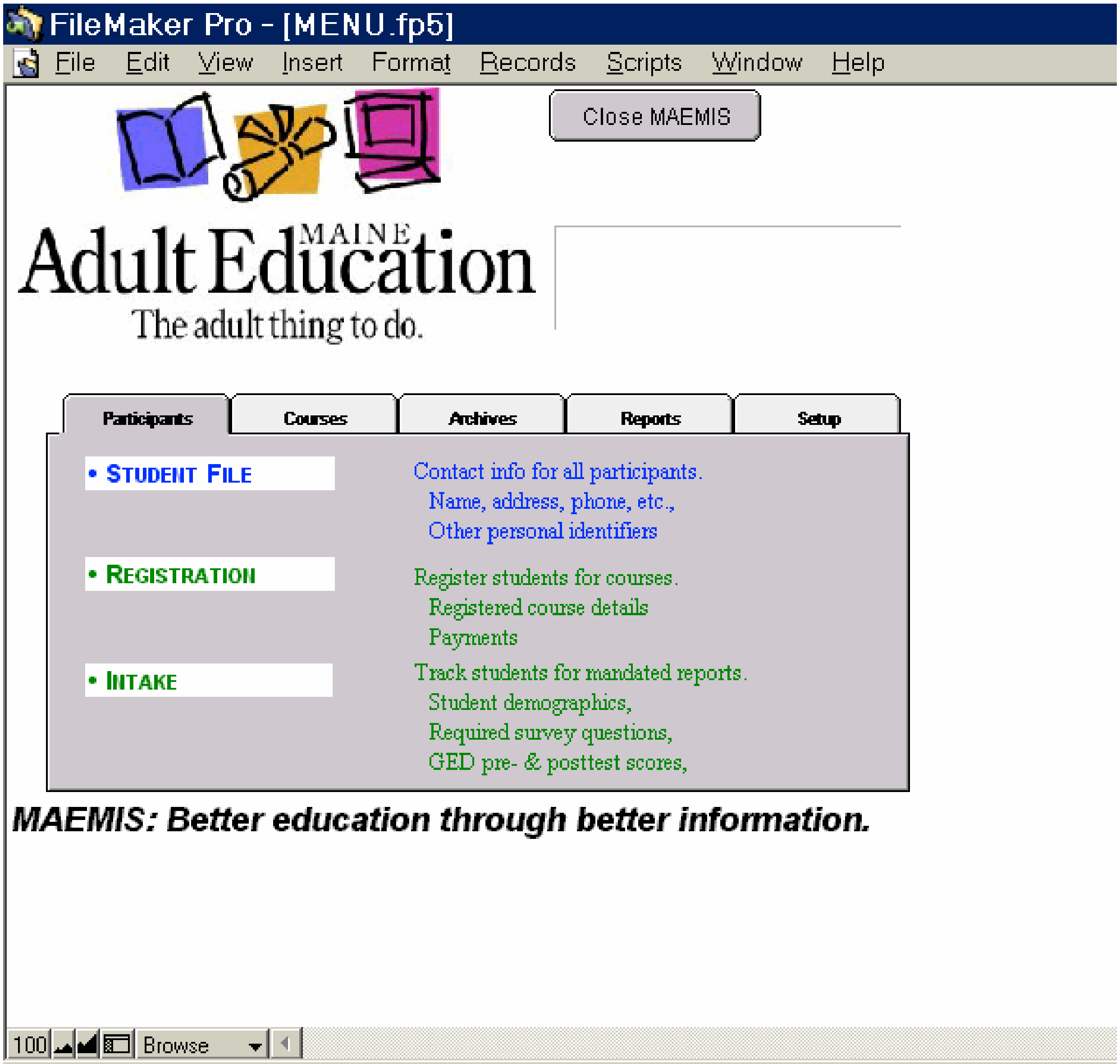
TIP !

You can create a "shortcut" (an icon on your desktop) that will take you right to the MENU.FP5 file, both on the PC and the MAC. See your local support technician for help on this.

You can navigate to any of the other primary file layouts in MAEMIS from the MENU. (The primary layout is the layout that you will be presented with when you click on a button on the menu. For example, if you click on "Registration Entry" on the menu, you will go to the Reg.FP5 file, and you will be looking at the layout called Reg Entry). By clicking on the Buttons on the MENU, you can travel around the whole database.

TIP !

The MENU also serves as a safe haven. Many layouts in MAEMIS, except reports, have a MENU Button to bring you back to the Menu. As you become more comfortable with the program you will find shortcuts, but if you get lost, go to the MENU. Also if you are ever hopelessly lost, choose "Scripts" from the menu bar, and then choose "Menu" from the drop down list.



MAEMIS MENU

The MENU looks like a stack of tabbed index cards. Each tab is a button you can click to see the card it represents. Each card contains pointers to files (like Student) or functions (like Archive) or reports (like Report NRS).

PARTICIPANTS

This card has buttons to take you to the Student File, Registration File and Intake File.

STUDENT FILE

It is a place to keep student's biographical data, one record per student, and duplicates can be eliminated. Once a student is in this file, if they register for a new course, their demographic information will be easily viewed in Reg or similarly in Intake, by selecting them from a list, thereby avoiding the re-keying of data.

REGISTRATION

When a student registers for courses, this file is used. There will be a new record created each semester for each student. Follow the directions on the Register layout. Courses from a former school or institution or miscellaneous activities which have been awarded credits are added to the Other Credit tab. Payments and Student balances are also handled here.

INTAKE

Any student enrolled in ABE, HS Diploma, GED, or ESL must have a completed INTAKE. The ABE FEDERAL REPORTS depend on the INTAKE being completed for each student. Goals, Family Literacy and Assessment information is also entered here. GED Transcripts may be printed for pre-2002 GED students.

COURSES

This card contains pointers to the Courses File, SCLI File, Instructors File and Master Courses File

COURSES

All course information should be entered in this layout. Remember that anything offered in your program is considered a course for MAEMIS purposes. Students then register for that offering and eventually their hours are compiled.

STUDENT COURSE LINE ITEM

The Student Course Query layout shows a composite of each course a student has registered for. If students sign up for more than one course, there will be a record in here for each course. It is possible to find a great deal of information manually from this file, even if there is not a specific button for a particular report. State reports are generated from here like the Course Summary Report, or the Sub-20 Report.

INSTRUCTORS

This file contains a Form layout or List layout for all the teachers who teach or have taught courses in your program. This information will be immediately available to be automatically entered into a new Course Entry.

MASTER COURSES

This is where courses *may be* moved at the end of each semester and retrieved, if necessary, for any ensuing semester. You should decide if this archive of past and present courses is useful to your situation. If you don't use the Master Courses file, you can simply save each semester's courses (to a zip or diskette) and make changes, (additions and deletions) right in the current course file for the new semester.

ARCHIVES

You will use Archives at your discretion when the number of records that you have become unmanageable. There are two separate archive processes: One is based on Reg date and will archive records older than a threshold you specify, but it will not archive Intakes or Intake-related records. The second archive process will archive Intakes and their associated records.

REPORTS

This tab will allow you to "gather" the data needed for the Federal reports. Once you click on the big, red button, those records are accumulated in the ReportNRS.FP5 file, and from then on you can click on individual Tables to see the data.

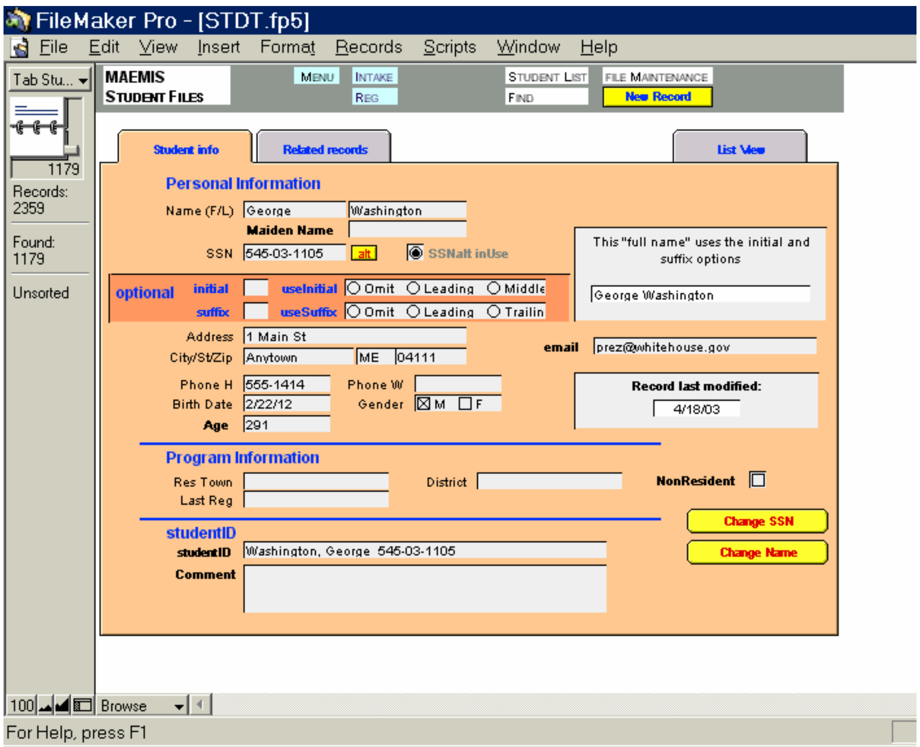
SETUP

Information is entered here that relates to your individual program. The information will automatically appear throughout MAEMIS when required, so you will not have to repeatedly reenter it. You should only need to enter data here once unless there is an address or personnel change.

DETAILS, DETAILS, DETAILS: ENTERING THE DATA

STUDENT FILE

The STUDENT file (STDT) contains basic information on every student in your program. There must be a student record for a student and it must contain a social security number. Once you have entered the student information in the STUDENT file, that information is used to create Registration records and Intake records.



An asterisk * denotes required information

To create a new student record:

- On the MENU, from the "participants" tab, click on STUDENT FILE
- Click on the yellow "New Record" button
- *Name (F/L): Fill in First and Last Name
- Maiden: optional
- *SSN: If you do not have as SSN for this student, click the button "alt" and an SSN will be generated.

- Initial/Suffix: Useful if you need an initial, this can be a middle initial or leading initial, and/or a prefix like Dr. or suffix, like Jr.
- Address: self explanatory
- City/St/Zip: The city is a pull down list. Choose the city from the list or click again in the field to type in a new city. The zip will automatically fill in, based on the city you key in. (From the ZIP CODES file).
- Email: self explanatory
- Phone H / Phone W:
- *Birthdate: Use a four digit year
- *Gender:
- Age: calculated
- Res Town/ District: Useful if the resident town is different from the mailing address.
- Nonresident: Useful if courses have a resident and non-resident fee.
- StudentID: This is a key field and it is **CRITICAL** that you do not alter this field. It is created from a combination of the name and SSN fields.

CHANGE SSN / CHANGE NAME buttons: Use these buttons if you need to change the SSN or student name.

FILE MAINTENANCE button:
Use this button periodically to keep your student file in order. There are three "Do It" Buttons:

- Find Blank Records
- Eliminate Duplicates
- Y2K check: Helps you find records that were entered with 2-digit years instead of 4-digit.

UPDATING STUDENT INFORMATION

The student file plays an important role in the MAEMIS database. The studentid is used to link student information to the Registration, SCLI and Intake files. Because it is a link, if the studentid is modified, that link may be broken and the integrity of your data will be compromised. The only proper way to modify a studentid (which is a combination of the name and SSN) is by using the "Change SSN" or "Change Name" buttons. The scripts that run from those buttons take care of keeping the linkage between records in the database.

You can safely modify information in the student file such as address and phone number by typing over the data, because those fields are not part of the "StudentID".

Related Records Tab

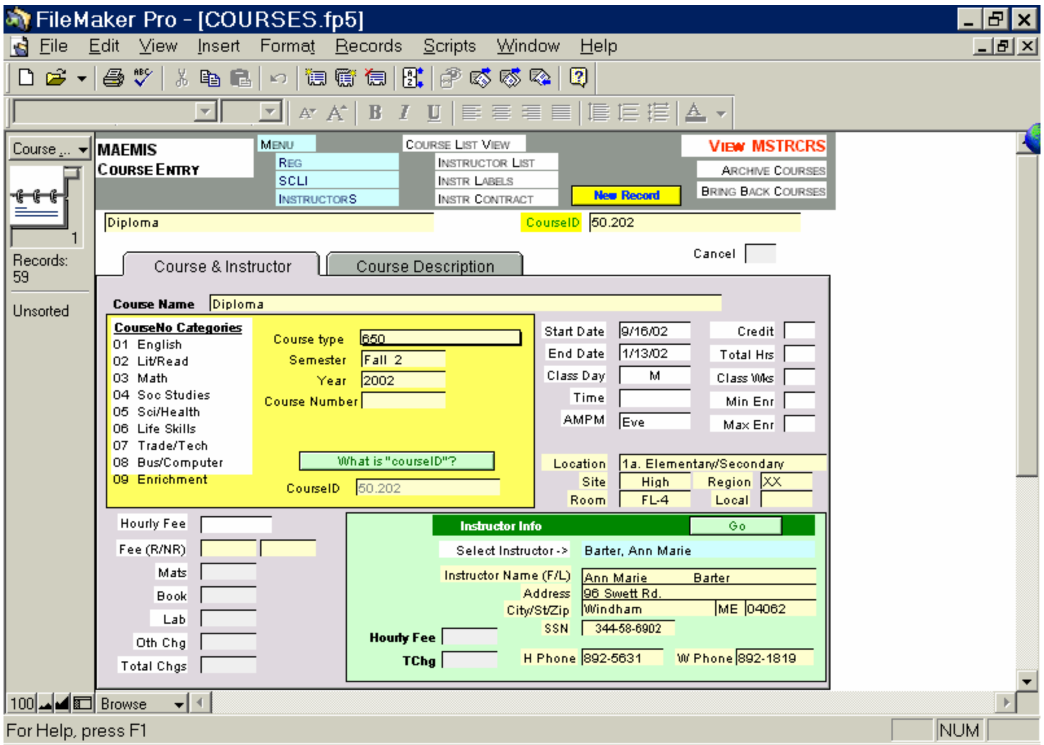
This tab provides an easy way to see if this student has other records in the database, like Intake, Reg, Payment or SCLI.

List View Tab

Clicking on the List View tab, opens up a layout showing the student records in list form. You can choose between Detail List, Simple List, Age List, or Dupe List. The Age

If a column heading is blue and underlined, then clicking on that heading will sort the information by that column. An example is Last Name. If you click on that heading, the found set of records will be sorted by last name.

COURSE ENTRY / INSTRUCTOR MASTER



A course must be entered into the Courses File (Courses.FP5) before a student can register for a course. The course code builds automatically as the semester, year, account type and course numbers are entered in their respective fields. In the left edge of the course entry layout are course category options. A blue field labeled "Select Instructor" allows you to pick the instructor from a list. The list is built from the INST file, which contains all instructor information. An example of a field that is "conditionally" required is the FEE on the Course & Instructor layout. If you use MAEMIS to track payments, then you must fill this field and the field for non-resident FEE, even if the fees are the same. This guide will indicate required fields by the use of an asterisk.

It would be a good idea to put all of your instructors in the INSTRUCTOR file before entering your courses. By doing it this way, all your instructors will be available to you in the blue bar on the Course & Instructor screen. New Instructors can be added to the Instructor file at any time.

TO ENTER INSTRUCTOR INFORMATION

From the MENU, click on COURSES tab, then Instructors button
Click on "New Record" button at top of page
Enter each instructor's information

TO ENTER COURSE INFORMATION:

On the MENU click on COURSES tab, then COURSES button.

1. ***If the same course has been offered before*** and the course is in the MASTER COURSE file, then click on "Bring Back Courses" button. Follow the message that appears. That is, click OK, then do a CTRL+I on a field like Course Name, and you will see all the course names in the Master Course file. Pick the one you want to bring back, then click Paste, then click the continue button. Now you just need to update the information on the old course to make it ready for the new semester.
   If the same course has been offered before and the course is still in the COURSES file, just type over the date, time, instructor, etc. to set it up for the current semester.

2. ***If this is a brand new course***, then click **New Record** button.

An asterisk * denotes required information

- *Enter Course Name. If this course has more than one section, indicate this in the name so that each section is identifiable in a list. Ex., Math for Dummies Sect 2. In other words, make each course name unique so that when you are presented a list in Reg of all courses, you can pick out the specific course you want.
- *Enter CourseType (Pull-down list).
- *Enter Semester (Pull-down list).
- *Enter Year (Pull-down list). Note that this is an academic year.
- *Enter Course Number: You need four digits here; the first two digits come from the course category options. Digits three and four come from your program's course list. For example, if this is a math class, the first two digits will be 03. The next two digits are at your discretion, and are used to make the course code unique. Pick a

scheme that works for your program. If you were offering 10 math classes, you might pick 01 for the first class, 02 for the next class and so on.

- *Enter Start Date of the course.
- *Enter End Date of the course.
- Enter Class Day.
- Enter Time (Pull-down list).
- *Enter AM or PM.
- *Enter Location (Pull-down list).
- Enter Site (Pull-down list)
- Enter Room (Room number)
- *Enter Credit if applicable (i.e. 1 credit equals 45 class hours)
- *Enter Total Hrs: (i.e. 45 hours equals 15 week course at 3 hours per class) This field used in Course Summary report.
- Enter Class Wks (Number of weeks class runs)
- Enter Min Enr (Minimum number of students to run course)
- Enter Max Enr (Maximum number of students course can hold)
- Region
- Local
- *Enter Fee (R/NR) (Resident/Non Resident) Some programs charge different fees for residents vs. non-residents. Fee only required if you use payments.
- Enter Materials fee, Book fee, Lab fee, Oth Chg (Other charges not included in course fee)
- If the instructor's information has been entered in the Instructor Master File, that information will be retrieved by clicking on the Blue box, selecting the instructor, and tabbing to the next field. This fills in the name, address, SSN and phone number.
- If the instructor has not been entered in the instructor file, click on the button "Instructors" (at the top of the page), enter the information, then click on the button "Courses" (to bring you back to the COURSES file) and you will find the instructor is now listed in the blue box.

ON THE COURSE DESCRIPTION TAB:

- Enter AV Needs(Description of what is needed for course)
- Enter Special Instructions
- Enter Course Description

Other Layouts in the Courses file

- Course List View This button brings up two lists: a simple list and a detail list. These are excellent layouts to perform Finds and Sorts because of the listing feature.

- Instructor List: Click this button, and then click the "Sort & Preview" button. Do not confuse this LAYOUT with the Instructor FILE. This layout provides a listing of all instructors that are in the COURSES file as well as the course they currently teach. The information in this layout comes directly from the Course Entry form.

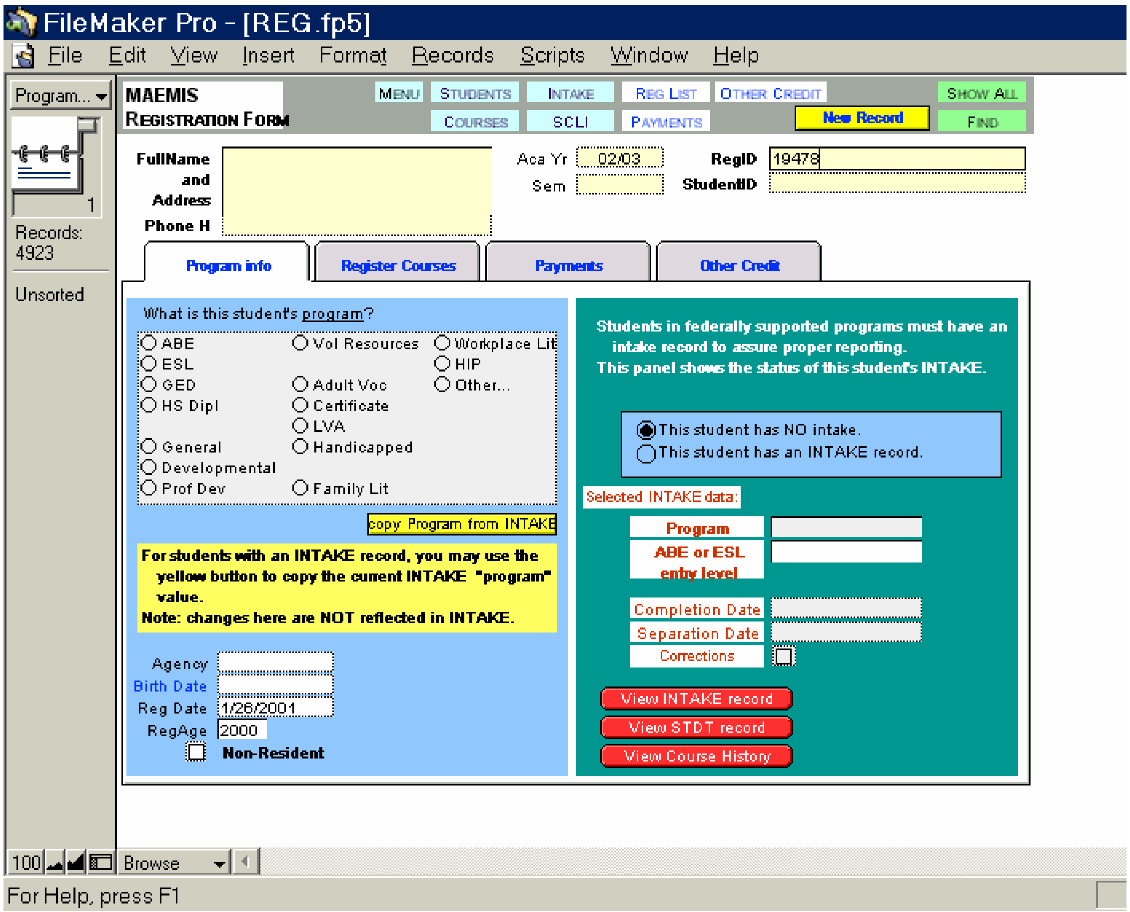
- Instr Labels: This button provides one mailing label for each instructor even though he/she may be teaching more than one course per semester. The current layout is set up for Avery 5160/5260 3-across labels.

  NOTE: Instructor Labels layout is a good example of a REPORT in MAEMIS. As such, you will be in PREVIEW mode as you view it. No information can be altered while in this Preview mode; however, it can be printed. When you are finished with this layout, click on the "Continue" button on the palette to the left of the screen and you will return to the main MENU.

- Instr Contract This form is a Contract for instructors and may be modified to meet your specific program needs. The important thing to remember is that the contract can display any information that has been entered into the Course Entry form. To modify the form, you do need some knowledge of FilemakerPro layout creation. Contact your Resource Guide if you need assistance.

REGISTRATION ENTRY

If you have filled out your Course Entry records properly, Registration Entry will be accurate. If you find that data seems to be missing for a course, click on the Course Entry button and double check the offending course entry.



LISTEN UP!!

Every student that registers needs to be in the STUDENT File. When you create a new Registration Record, you can either pick your student from a list of Students (who are already in the Student File) or you can click the button to go to the student file to create a new student record before you complete the registration.

TO ENTER REGISTRATION INFORMATION:

On the MENU, click the Participants tab, then the **Registration** button.

Click on "**New Record**" button at the top of the page. (Remember, a student needs a new registration record for each semester.)

Click in the pink bar and type the first few letters of the last name. By typing the letters, you will be taken into the list to the section containing the letters you typed. This list is actually showing you all the people that are in the Student File. You may have to scroll up or down the list. If your student shows up in the list, you know they are a returning student. Click on their name.

If they are not in the list, click outside the list to close it. Then click the "**add new student**" button. By clicking this button, you will be taken to the STUDENT file, ready to create a new student record. (See heading "Student File")
Once you have keyed in the data on the student file, hit the continue button at the bottom of the screen and you will be returned to where you left off on the NEW REG layout. Their name is now in the pink box

Once you have chosen the student from the list, all student information will automatically enter on the new registration.

TIP!

Since all this information is retrieved automatically, you must verify that it is accurate and up to date. Check all fields to make sure they are correct. If not, go to the Student file to make corrections.

NOTE: Do not type over the Student ID field. This is a critical field that is NOT to be modified. If the name or SSN need to be changed, do this in the STUDENT file using the buttons labeled "**Change SSN**" or "**Change name**".

Now that you have the student info, choose the academic year and semester.

Continue the registration by verifying PROGRAM and assigning courses to the student:

PROGRAM INFO TAB

Here you verify the student's Program. If they have an Intake record, you will see selected information from Intake on this layout. If their

Program is not selected, select it now, or use the button to copy the Program from Intake. You will also see their birth date and age (copied from the STUDENT file), and Reg date filled in. Check the box if they are a non-resident.

REGISTER COURSES TAB

To select courses for this student, click on the CourseID field. Clicking here brings up a list of all courses in your COURSES file. Select the course you want by clicking on its name. If the Course information has been entered properly in COURSES all the pertinent information will fill in on this registration.

Enrollment check: Use the check mark at the right edge of the screen to see how many people are now enrolled in this course. Click the continue button to return to REG.

Outside credit: This circle will be filled if this particular course was entered on the "Other Credit" tab. See "Other Credit Tab" Heading below for more details

PAYMENTS TAB

This payment section is optional, since it is not required for any reports, but is here for your use. Course Fees can be accounted for. Even if a course requires no payment, such as a High School Diploma student taking a required course, the fee may be accounted for using this system.

- "Payment" Click in the field and enter the amount "paid." Payments may be split. For example: A High School Diploma student is taking two courses. One is a High School Diploma Course with a fee of $20.00 and the other is a non-credit course such as Quilting with a fee of $35.00. This would require two payment entries.
- "Payment Date" Enter the Payment Date.
- "Type" This field contains a pop-up list containing methods of payment: Cash, Check, MC, Visa, and other. They will be helpful in some forms of split payments.
- "Check #": If paid by check it is good accounting practice to enter the check number.
- "By" This field contains a pop-up list of agencies to be billed (externally) and payment deferment categories. In the split payment scenario above, "HS Dip" would be selected for the $20.00 payment

and "Other" selected for the "Type". The $35.00 Quilting payment would probably be "Cash" or "Check" in "Type" and the person receiving the payment would enter their initials in this field. This list has an "edit" feature, at the end of the list, so you can add your own entry.

- "Account Code" This is an optional field. Some programs need to report their receivables by account number to their respective financial officers. Codes can be integrated into a pop-up list if need. The ones contained here are fictional.

ALL PAYMENTS RECORDS LIST TAB

This shows, in list format, Total due, Total payment, and Balance for each registrant that has payment information.

DAILY PAYMENT RECORD TAB

This report lists a summary of the studentid, date, payment amount, payment type, account code, etc. It is in essence a summary of what you filled in on the Student Payment Record Tab for every student that has made a recorded payment. This information is in the PYLI file.

WITHDRAWAL FROM A COURSE

If a student wishes to withdraw from a particular course, click in the "CourseID" field for the course in question on the Register Courses screen and choose DELETE RECORD from the RECORDS menu item. You will be asked if you wish to delete the MASTER or RELATED record. Choose RELATED and the course will disappear.
If a student withdraws from a course and a refund is made, create a new payment with a NEGATIVE AMOUNT. If they are paid by check, select "Check" in the "Type" field and select "REF" (for refund) in the "By" field. Since this transaction will usually occur on a different day, accounts will balance by using this procedure.

OTHER LAYOUTS IN REGISTRATION

- REGISTRATION LIST

The Students that have registered at any time may be presented in list form showing pertinent bio details. They may be searched and sorted by any criteria. This Layout is accessed by the Reg List Button.

- OTHER CREDIT TAB

Most Adult Secondary Education Students may be awarded credits for courses from a former institution listed on an official transcript or outside activities such as homemaking or military service. This layout tracks credits awarded for these two categories and keeps all credits -past and present - in one file. See below for specific instructions.

TO ENTER OUTSIDE CREDIT INFORMATION FOR A STUDENT:

1. Click on the "OTHER CREDIT TAB". This form will look almost identical to the normal REGISTER STUDENT layout. However, the Course Fields are different.
2. Click on "New Record".
3. Click on the pink bar and find the student's name in the list. Click on the name. This will fill in the pertinent biographical information.
4. **CHOOSE AN ACADEMIC YEAR FROM THE PAST.** For instance, if it is 02/03, choose 01/02. This way, the transcript or outside credit info will be tied to the student, but it will not show up in the Course Summary report which you will do at the current year end.

Enter the following information:

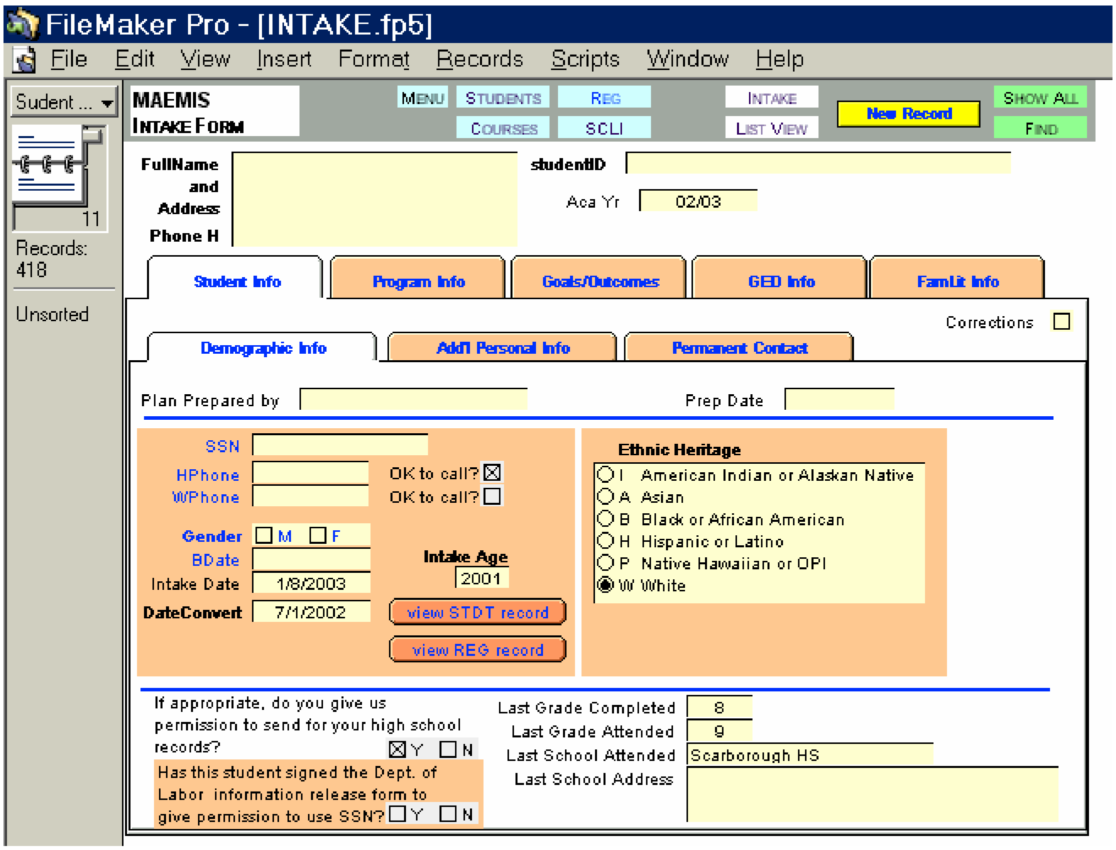
- "Course Name" Enter either the name of a course from a transcript or describe an activity.
- "Beg Date" If available, enter the beginning date of the course or activity in M/D/YYYY format.
- "End Date" If available, enter the ending date of the course or activity in M/D/YYYY format.
- "Com Date"..(Required) - Enter the completion Date in M/D/YYYY format. Supply the day even if it is fictional.
- "Grade" If available, enter grade either numerically or by letter.
- "Credit" Required - Enter the number value.
- "Location/Documentation" Required. - Enter the institution or documentation for credit.
- "Credit Type" This is a Pop Up Field containing "Trans" and Award." If you are entering a course from a transcript, choose "Trans." If you are awarding credit for an outside activity, choose "Award."

The credits awarded in this Layout may be included in Student Course History and the Transcript.

REMINDER: Click the "include in transcript" check box to include a record in the transcript.

INTAKE

The INTAKE must be completed on all ABE, HSD, GED, and ESL students. The information gathered will provide data for the Federal ABE Reports for Regular and Correctional Students. Each student will have one INTAKE Record.



Certain fields must have entries if the student is to be an accurate component of the Federal Tables. Required fields will be noted in this manual with an asterisk.

The INTAKE stays with the student until the student has completed the program or has officially separated from the program for whatever reason. The Separation Date or Completed Date must be entered to insure proper Archiving.

TO CREATE A NEW INTAKE RECORD:

1) Click on the button for "New Record".
2) **If** the student is already in the Student file, click on the pink box, scroll through to find their name, and click on it. This will fill in much of their personal information. Then select Ethnic Group. Proceed to the topic "Continuing the Intake", below.
3) If the student is new to MAEMIS, click on the button "add a new STDT record". You will be taken to the STUDENT file where you can enter in their demographic information. Click the "continue" button to return to INTAKE. Select Ethnic Group, then continue below.

CONTINUING THE INTAKE
An asterisk * denotes required information

- ***** "Aca Yr" As long as the Student is active in the program, <u>this field must be updated yearly.</u>

STUDENT INFO TAB:

- "Plan Prepared By" and "Preparation Date": these fields may be helpful when updating information.
- "Intake Date": This fills in automatically.
- "Last School Information": Multiple fields. Enter information as applicable. Must include Last Grade Completed if GED student.
- "Permission" check boxes: Fill in as appropriate for HS records and SSN release.

ADDITIONAL PERSONAL INFORMATION TAB:

- Optional, use as needed.

PERMANENT CONTACT TAB:

- Optional, use as needed.

"Corrections" Checkbox: If the Student is in a correctional facility, click in this box. It will register in all the other files. These students will be reported separately on the Federal ABE Reports.

PROGRAM INFO TAB:

PROGRAM ENTRY TAB:

- ***** "Participant Status at Start of Academic year": Click in <u>each</u> box that applies.
- "Program": This is available for local use as needed. The value list in the pull down can be edited. If this student already has a registration record, the Program value can be copied from REG file.
- * "Educational Functioning Level" This is the EFL for this student at the beginning of the academic year this record represents. The EFL's are listed for your reference, and entry is made in **EITHER** ABE/ASE or ESL.
- "View" buttons for REG or STDT are available here.

ASSESSMENTS TAB:

- *This layout allows you to keep track of all assessments provided to the student. Pull downs provide choices for area and type of test.

PROGRAM EXIT TAB:

- "Program Hours": Total attendance hours for a specified academic year are calculated here.
- "Update": Click here and you will be asked to specify the academic year for which you want to view attendance hours. This button produces the number you see in "Program Hours".
- EFL Exit Level: At the end of the academic year, use this field to document the student's EFL. This "exit EFL" can then be used to establish the next year's "beginning EFL" assuming the student continues.

GOALS/OUTCOMES TAB:

DESCRIPTOR TAB:

- This tab has a summary of various student fields like EFL, Program, Program hours to date, etc.

CORE GOALS TAB

- Check off any specified goals, check when achieved, and enter the date the goal was achieved.
- "Program Comp date" / "Sep date": Once the student has either completed a program or separated, enter the date. If a goal of "Enter Employment" or "Retain/Improve Employment" is checked, then once a Program Completion date or Separation date is entered, a follow up date will be calculated for you.

SECONDARIES TAB

- Contains Secondary Outcome Measures and Family Literacy Measures, with check boxes to indicate a goal, and achieved.

GED INFO TAB

MAEMIS can still be used to record GED information. Both "GED02 info" and "Pre-02 GED info" tabs can be used to record GED specific information. The Pre-02 GED is for records prior to the year 2002, and the GED02 is for those students taking tests after 1/1/2002. Both GED02 INFO and Pre-02 GED layouts have the following fields.

- "First GED Test Date" Enter the <u>first</u> testing date here.
- Key in **Pre-test Score** information, if available (not critical information)
- "Scores" This chart covers all students' GED testing history and can be updated at any time. The total and average will be calculated for you.
- "GED Graduation Date" Can be whatever date works for you, i.e., adult education graduation, date on GED certificate, etc.
- "Certificate **#**" will be keyed in when the certificate is received.

SPECIAL ACCOMODATIONS TAB

Use this layout to document if special accommodations were used for this GED student.

FAMLIT INFO TAB

FAMILY GROUP TAB

Use this layout to create a Family ID number which can be then assigned to every member of a family. Once one member of the family is assigned this arbitrary number, then every other member's Intake record should have that same number assigned to them on this layout. Assign Head of Household here as well.

FAMILY LIT PLANNING TAB

- Goals and Outcomes can be checked off here.
- Checkboxes for Reasons for Leaving.
- Average Hours per month: Self explanatory

FAM LIT CHILD DATA TAB

- Assessment, progress and grade information for the children.

FAMILY LIST

- Provides for viewing Family Groups in List style. Easy to sort by Family ID.

UPDATING INTAKE RECORDS

Since there is one intake record per student and many students can be in a program multiple years, it is important for reporting purposes that a student's intake record be reviewed at LEAST annually, checking to see that Academic Year, Goals, EFL, and any other information that can change is correct.

Fields that may need to be updated after initially entering a student in Intake include:

- Assessments: Update as tests are given to keep a history.
- "Program Completed": When a student officially completes a program, use this pop up list to note the fact and which Program was completed.
- "Prog Comp Date": Enter the date of Program Completion. This is not filled in until the student actually completes their program.
- "Separation Date": If the student separates from the program for any reason other than Program Completion, enter the date in this field.

SCLI: ATTENDANCE AND GRADE ENTRY

Once the data has been entered for student registrations and intakes, classes will be ending and you will need to enter grades and credits for some of your students. This is done using the Attendance and Grade Entry layout found in the SCLI file. There are many different ways to approach entering grades; you can do an individual at a time or a class at a time. Basically, you need to FIND the person or course, then click on the "Att/Grade Entry View" button at the top of the page to get the layout for entering grades. The following suggested process will allow you to grade a whole class at a time.

- On the MENU, click the COURSES tab, then "Student Course Line Items" button: This takes you to the SCLI file.
- Click the ATTENDANCE button at the top of the page. (Yes, start with this button). This will take you to a screen that will allow you to pick the course you want to find.
- Click in the yellow "Course" field. This pull down lists all the courses that are currently in the COURSES file, just like when you do a registration.
- Click on the course you want, then click the "Continue" button. You will see a Found Set of the students in the course you chose. The layout you are looking at is for printing an attendance sheet. Now click the Continue button and you will be returned to the Query view layout.
- Click the Att/Grade Entry View button. You will be presented with a class list.

(If you only want to enter attendance for an individual, FIND that person, then click on the Att/Grade entry View button to proceed.)

- Enter the class hours from the Instructor's attendance sheets in the boxes. Either enter the whole semester's worth of hours in one box, or enter attendance weekly in separate boxes. If you enter total hours in one box, the actual number you enter will not show until you click on it again. Don't be concerned. The box is not big enough to show a two-digit number but the data is there.
- The field "crdHrs" fills in automatically with the total number of class hours if they were entered in the COURSES file.
- The "Sem" field should already be filled in from the COURSES file.

- Below the "Sem" field, **verify the credit awarded in the "Crdt" field**. (Use decimals for half or quarter credits, like .50, .25) If you specified a value for CREDIT in the COURSES file, it will show here. If the student has not been given the credit, it can be deleted.
- The "Grd" is a pull-down. This field can be changed by using the backspace key to enter in A+, or another choice that is not in the pull-down.
- The "Com Date" is the date the course finished.
- The "EntDate" is the date the information was entered into MAEMIS.
- The right edge of the report has an "Include" checkbox. Mark this checkbox if this course is to be included on the student's TRANSCRIPT.

SEMESTER TRANSITION

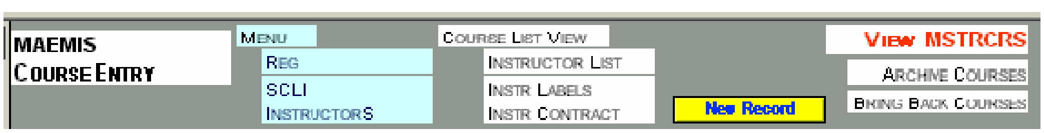
The COURSES file can accommodate multiple semesters' worth of information. However, the more classes you have listed in the COURSES file, the harder it is to find a class in the pull down list at registration time. It makes sense to only keep the courses in the COURSES file that are available for the current semester's registration. If you have semesters that overlap, both semesters' courses can be in the COURSES file at the same time.

Once the registration is complete for a semester, you are then ready to "transition" to the next semester. Basically this means getting rid of the "old" course entries and entering the new set of courses. One of the purposes for having the MASTER COURSES file is to keep a copy of all courses you have offered. By having this copy, you can avoid retyping a particular course entry if you offer that course in a different semester.

CAUTION!

The COURSES file and the MASTER COURSES file look very much alike! Do not be confused!

There are buttons provided in the COURSE ENTRY layout in both the COURSES file and the MASTER COURSE file to copy selected courses from COURSES to the MASTER COURSE file and to "bring back" courses from the MASTER to the COURSES file.



Here is an example of how to change semesters. Assume it is the end of fall 2003, and registrations are finished. Also, assume there is no overlap of semesters, and you want just one semester's worth of classes in the COURSES file. You are ready to set up the classes for the winter semester.

- SHOW ALL in COURSES.
- Click on "View MSTRCRS" button. This takes you over to the MASTER COURSES file.

- Click on "Archive Courses" button. A message tells you that you will have a chance to specify which courses you want to archive. Click "Continue", then "OK".
- You are now in FIND MODE. If you click "Continue", then "Continue" again, you will be presented with a list of all courses (because we started with a "Show all"). A message tells you that the courses you see will be copied to MSTRCRS file. Click "OK".
- Now a message asks you if you want to delete the courses that were copied. It's up to you whether you want to start with an empty COURSES file, or start with last semester's courses and modify them as appropriate for start date, times, etc. So click either "Finish" or "Delete".
- You are now back in the COURSES file. Get those new courses ready!

Now that you have a copy of all your current courses, you can start modifying the courses to reflect the new semester and year, new start and end dates, etc. You can delete courses that you are not offering again, and add new courses.

If you are offering a course in the new semester that isn't in the current COURSES file, but you think you may have a copy of it in the MASTER COURSES file, here is what to do: (to avoid having to re-enter all the course information)

- In the COURSES FILE, click on "Bring Back Courses" button.
- A window will appear, asking "Do you really want to do this?" so click "Continue". Then a message appears reminding you that the CTRL key plus the letter "I" , will give you a list of all possible values for a selected field. Click OK.
- You are now positioned in the MASTER COURSES file. You can enter any piece of information that will help you find the course or courses you are looking to bring back to the COURSES file. For example, click on the Course Name field. Then press CTRL plus the letter I on your keyboard. This keystroke combination will display a list of all the course names that are currently in the MASTER COURSES file. Choose one of those courses by clicking on its name, then click on the paste button and that course entry will be brought back to the COURSES file automatically. Now you can edit the course to update it for the current semester.
- Note: as the MSTRCRS file grows, you may end up with duplicates of the same course offered over different semesters. It is up to you to

"clean up" this file by occasionally deleting courses that you no longer need or are duplicates.

You can, of course, at your option, not use the MASTER COURSES file at all and make a copy of your current COURSES file to a diskette, then start modifying your COURSES file with new dates, totally enter new classes, and delete classes that won't be offered in the new semester. It is your choice.

NRS FOLLOW-UP PROCEDURES

MAEMIS can help you identify which of your (former) students need to be contacted as a follow up. The goals that are used in the follow-up process are "enter employment" or "retain/improve employment". In order for this to work, you must have checked one of these goals for the student in INTAKE, and then the student must have either completed or separated from the program. You indicate this to MAEMIS by entering either a Completed Date or a Separated Date (found on PROGRAM INFO TAB, PROGRAM EXIT TAB) for the student. Once those fields have been entered, the follow up quarter will be computed for you.

In INTAKE, there is a list layout called "Table 5 Follow Up List". This layout can help you identify when you should be doing follow-up calls for each of those goals. Find this layout using the "List View" button in Intake. On the TAB it is called "Table 5 Check".
This list will show you the found set of student/s, the goals selected, the achievement checkbox, Follow Up Qtr, if the student was contacted, as well as SSN, and phone number. There is also a checkbox indicating if the student has allowed Department of Labor to use their Social Security Number (DOL release Y/N).
The follow up quarter is represented YYYY.Q (a four digit year, then a period, then a one digit Quarter.) For NRS purposes, Quarter 1 is July through September, Quarter 2 is October through December, Quarter 3 is January through March, and Quarter 4 is April through June. The YYYY year is the year that the academic year ends.
So: the first quarter of 01/02 (July 1, 2001) is 2002.1 and the third quarter of 03/04 (January 1, 2004) 2004.3

REPORTS: USING THE DATA

ATTENDANCE

The Attendance layout in SCLI is a report that groups students by course. It can be printed and used as an attendance sheet by the course instructor. Click on the Attendance Report button on the SCLI Query screen and you will be prompted to do an appropriate find, typically using the Course field as your FIND field. The Course field is a pull down list of all the courses in the Courses file, just like you see in Reg.

SUB 20 REPORT

This is not a final report. Once presented, it must be edited since not all Sub 20-year-olds may be used for this report, i.e., those in Enrichment Programs. When you click on the "Sub 20 Report" button at the top of the SCLI Query layout, you will see a Dialog Box asking you to "Please check and/or correct beginning and ending report dates." Click "OK". Remember that the two reporting ranges are July to December and January to June. Fill in the beginning report date, tab to the "Report End" field and fill in the end date. Click the "Continue" Button. The report shows the student's full name, program, age, birth date, and credit for course. It is subtotaled by Program. Please note that any students younger than 20 are included in this report due to new statutes.

THE FEDERAL REPORTS

One of the main purposes for MAEMIS is to allow users to collect and enter data so that it can be used in a standardized way to report to the Federal government. This section will describe how to use MAEMIS to print out the Federal Tables 1 through 13.

You must verify that all your intakes are properly updated before doing the final reports. Most of the data needed for these reports comes from Intake. One way to check on this is to run the reports a few months prior to the final run and review the results.

TIP !

It's easy to verify your data by using a "list" version of a layout. For example, to check your intakes to see if they all have an ethnic group, use the List View button at the top of the Intake layout and choose Detail List tab. (There are also a list layouts for Reg and Courses files). At a glance you can see where something is missing, and you can edit the data right from the list, in most cases.

To begin the Federal Reports, click on the Reports Tab in the MENU file. Click on the NRS Reporter button. This will cause a message to come up on the screen requesting that you enter the Academic Year for the Reports. Click OK (It is important that you have verified that all your **current** Intake records have the current academic year on them before you run these reports, and that all attendance has been logged.) Once you choose the academic year, then click on the CONTINUE button. Click OK after the notice that says the NRS system has been updated. Then, one at a time, click on each table to produce each report. Print each report while viewing it, then click "CONTINUE" so you can go on to the next report. After you view one report, the various table buttons are located at the top of the screen for your convenience in selecting the next report.

TIP !

When is there a **continue button** to be clicked? Some of the reports in MAEMIS are produced by a SCRIPT. A script is a set of instructions written by a programmer to accomplish a given task. A script has a name. Some of the buttons in MAEMIS execute a script, and pause to show you a report on the screen. That's when the continue button shows up on the left side of the screen, so that when you are ready to move on, you click on the continue button to finish the script.

TABLES 1-13
Each of these tables will yield reports for the Federal Matrices.

Table 1	Breaks down the number of program participants by EFL, Ethnicity, and Gender.
Table 2	Breaks down the number of program participants by Age Group, Ethnicity, and Gender.
Table 3	Participants by Program Type and Age
Table 4	Educational Gains and Attendance by EFL
Table 4 a	Educational Gains and Attendance by EFL with completion breakdown
Table 4 b	Educational Gains and Attendance for Pre and Post Tested Participants
Table 5	Core Follow-up Outcome Achievement.
Table 6	Participant Status and Program Enrollment.
Table 7	Adult Education Personnel by Function and Job Status.
Table 8	Outcomes for Adults in Family Literacy Programs
Table 9	Core Outcomes of Workplace Literacy Participants:
Table 10	Outcomes for Adults in Correctional Education Programs
Table 11	Secondary Outcome Measures
Table 13	Core Follow-up Outcome Achievement for prior reporting year and for Unintended Outcomes

COURSE SUMMARY REPORT / EFX-132

You will find this report available as a button on the SCLI QUERY layout in the SCLI file. This report lists each instructor with their SSN and all the courses they have taught with account codes, enrollments and class hours. The data from the Course Summary report is used in the EFX-132 report.

<u>In order to report accurate data</u>: Information such as Instructor SSN and number of hours must have been entered into the Courses file and/or the Instructor file before registering students.

In SCLI, click on the "Course Summary Report" button at the top of the screen. You will be prompted to choose the Academic Year. Click OK.

If you find that information is not correct on the report, make sure that all the Instructor SSN's are filled in on the Instructor file, and on the corresponding Course Entry.

IMPORTANT !

If you need to add SSN's to the Courses file, the new SSN's will not show up in SCLI until a relookup is done. Please contact your resource guide if you need to do this.

STUDENT COURSE HISTORY

This report is accessed from SCLI. Click on the "Student History" button. Enter the studentID (or use CTRL + I on your keyboard to see all the students and pick from the list). Do not check the Transcript box for this report. The student's course history list will appear. All the courses they have taken for as long as they are active in their particular program will be displayed. Press "Continue" when finished.

PAYMENT LISTING

By Clicking on the PAYMENT TAB , then ALL PAYMENT RECORDS LIST on REGISTRATION ENTRY, you will find this Layout. It lists each student with his or her Balance. Using the Find Button it is possible to list all the students showing a positive Balance. It is usually better to perform the Find on the REGISTRATION ENTRY Layout because you can use the Semester and Academic Year as criteria for the current semester's balances.

DAILY PAYMENTS

This report is found by starting in the REG file. Click on the PAYMENTS TAB, then the DAILY PAYMENT RECORD TAB. (This takes you to the PYLI file). This report lists every transaction as it appears in the Student Payment Record Tab of REGISTRATION. Using the Find Mode, it is possible to list transactions by day, week, and/or type as well as any other criteria. The Student Payment Record Tab will return you to the REG file.

TRANSCRIPT

The TRANSCRIPT is generated in SCLI. The Transcript is normally one page in length, but can run over to two pages if the Student has been awarded many credits. The first section of the Transcript is biographical. The awarded credits are divided into 3 categories and subtotaled: Transcripted, Awarded, and Current. At the bottom of the Transcript is a place for the Director's signature.

Before a transcript can be printed, the courses the student has taken in your program must have a grade and/or credits and have been marked to be used on the transcript. The marking is done in SCLI, using the "Attendance and Grade Entry" report, or REG. If this student has transcript information from a prior institution that you entered in REG, then REG is the place you will mark those credits to show on the transcript.

In SCLI, click on the Transcript button. Enter the studentID or part of the studentID, or use CTRL + I to choose the student from a list which you then paste into the field. Make sure you click the checkbox called Mark Trans. This will find all the records that were marked for transcript. Click Continue. The transcript will be presented to you in Preview mode, which you can then print.

GED TRANSCRIPT

There is a Button called "Print for Blank GED Form" in the "Pre-02 GED" tab in INTAKE. This will allow you to print a standard GED Transcript. Depending on your printer, some Layout adjustment may be required. Consult your Resource Guide if necessary for assistance.

TERMS AND DEFINITIONS

Aca Yr
Academic Year. The academic year's range is July 1 of the current year to June 30 of the following year.

Age (REG)
The age of the student at the time of registration.

Age (Intake)
The age of the student as of July 1 of the specified academic year.

Age (Student)
The current age of the student.

Age Group
The age grouping to which a student belongs based upon the age as of July 1 of the specified academic year for Federal Reporting purposes.

Arrow keys
Keys on a standard keyboard that, when pressed, move the text insertion point within a FilemakerPro database field.

Ascending sort
A sorting order that starts with the smallest (or oldest) value and ends with the largest (or most recent) value. For numbers, values begin with the smallest value and proceed in numerical order. For text, values are arranged alphabetically (A-Z). Dates and times are sorted in chronological order. In fields that contain mixed data types (text, numbers, and characters), numbers appear first.

Aspire to
See "Program".

Auto-entry field
A database field that FilemakerPro automatically fills in for each new record.

Auto-incrementing field
A field that is automatically filled in by the database program when you create a new record. The entry in the field is based on an increment over the contents of that field in the previous record.

Back-up
n: An exact copy of a file. *v:* To create a duplicate of one or more files.

Birth Date
The date the student was born. It must be entered in the format DD/MM/YYYY.

Body
A layout part that contains the main record information.

Book
An icon in the status area. In Browse mode, you use the book to flip through database records. In Find mode, the book is used to view multiple find requests. In Preview mode, the book enables you to see additional pages of the current report.

Browsed records
Those records in a FilemakerPro database that are currently visible (not hidden).

Button
An object in a FilemakerPro database layout that has a script attached to it. Clicking the button makes an associated script action or actions occur. In many dialog boxes, you click buttons to select, confirm, or cancel an action.

By
The person or program who is making a monetary payment. Found in the Payment section of Reg.

Certification #
The certificate number located on the High School Equivalency Diploma. This number should be entered into MAEMIS as soon as your Adult Education program receives the diploma from Augusta.

Check box
A small box associated with an option in a dialog box or a field format in a FilemakerPro layout. Clicking the box changes the state of the option from selected to deselected (and vice- versa). Normally, you can choose multiple check boxes.

Class Wks

Class Weeks. The total number of weeks a class is scheduled to meet.

Com Date
Completion Date. The date the student completed the required coursework for a specified class. This date may be different from the class's "End Date".

Corrections
A student who receives services from your Adult Education program while he/she is in prison, jail, or other correctional facility.

Crd Hrs
Credit Hours. The total number of hours a student attended class. May also be referred to as "seat time".

Crdt
Credit. The amount of credit awarded the student upon completion of the class.

Cred to Grad
Credits to Graduate. The total number of credits this student needs to receive a high school diploma.

Credit
The highest possible amount of credit that can be awarded to a student upon completion of the class.

Credit Type (Previous Course/Awarded Credit Form)
The types of credit being awarded, either "Transcript" or "Awarded", for a course.

Credit Type (Transcript)
Determines if the courses listed on the Transcript were taken "Prior" to or while ("Current") receiving services in your Adult Education program.

Credits
The total number of credits earned by a student.

Credits Needed
The total number of credits remaining that a student needs to obtain a high school diploma.

Credits Required
The total number of credits, as determined by your school district, that a student must complete in order to receive a high school diploma.

Current field
The database field that is presently selected (by tabbing or clicking in the field). Only the current field can be modified.

Current record
The record that is presently selected. Only the current record can be modified.

Database
An organized collection of information, normally with one central topic.

Database program (or database management program)
A program for entering, editing, and otherwise managing data records.

Data-entry keys
Keys on a standard keyboard that, when pressed, add data at the insertion point.

Date Converted
The first day, July 1, of the specified academic year.

Date Exported
The date that GED test scores were either mailed or emailed to Augusta.

Descending sort
A sorting order that starts with the largest (or most recent) value and ends with the smallest (or oldest) value. An alphabetic sort in descending order begins with Z.

Dialog box
A special type of window that programs, and the system software, use to present information or to enable you to make choices.

Dimmed command
A menu command that cannot presently be selected-usually because it is irrelevant to the current operation. Dimmed items are also referred to as grayed-*out* and can appear in dialog boxes as well as in menus.

District
The school district in which the student resides.

EFL
Educational Functioning Level. The functioning level of the student, as determined through testing, upon entering your Adult Education program.

Ent Date
Entered Date. The date the student's grade is recorded.

Ethnic Group
The ethnicity category to which the learner self-identifies, appears to belong to, or is regarded in the community as belonging.

Examinee Age
The age of the student at the time of GED testing.

Field
Fields are the building blocks of which records are composed. Each database field is meant to store one particular type of information, such as a Social Security number or birth date.

File
Any named collection of information that is stored on disk. Programs, documents, and system software components are examples of files.

Find
A command for locating a record, or group of records, based on criteria you establish. Most database programs enable you to set multiple criteria when performing a find request.

Folder
A holder of documents, files, applications, and other folders.

Found set
The remaining visible (or browsed) records following a find procedure, such as a find request, Omit command, or Omit multiple command.

GED Graduation Date
The date the student successfully completes the GED testing process.

Grade

The actual grade a student received upon completion of his coursework for a specified class.

Header
A FilemakerPro layout part that appears at the top of every record or report page.

Hourly Fee
The amount of money an instructor is paid per hour of instruction.

Insertion point
A blinking vertical line that indicates the point at which the next typed, pasted, or imported data will appear.

Instructor Fee
The total amount of money an instructor receives for teaching a course. If the teacher is contracted or receives a set fee for a class, as opposed to an hourly fee, that fee would be entered here.

Intake Date
The date the Intake interview was entered into MAEMIS.

Keyboard shortcut
Keys you press as an alternative to using the mouse to select a command from a menu or a dialog box option.

Layout
In FilemakerPro, a particular arrangement of fields, graphics, and static text. Unlimited layouts can be designed for each database, each with a different purpose. For example, some layouts may be used for data entry and others for generating printed or on-screen reports.

List View
Using the View as List command, you can display records in a continuous scrolling list rather than one record per screen.

Loc (REG)
Location. The room where the class is being held.

Loc (Intake List)
The number assigned by the state for your local Adult Education program.

Location
The building where the class is being held. Usually it is an Elementary/Secondary School or Learning Center.

Location/Documentation (Previous Course/Awarded Credit Form)
The school or entity where the credit and/or class was completed and/or earned.

Mark Trans
Mark Transcript. By checking this box, the student's course information will appear on the Transcript layout.

Menu
A list of choices, presented by a program, from which you can select an action. Menus appear when you click menu titles in the menu bar.

Menu bar
In a Macintosh program or at the desktop, the horizontal strip at the top of the screen that contains the menu titles. In a Windows program, the horizontal strip at the tip of the current window that contains the menu titles.

Min Pass Grade
Minimum Passing Grade. The lowest grade a student can earn upon completion of a class and still receive credit toward a high school diploma.

Mode
A state of a FilemakerPro database in which you can perform only one global type of activity. The four modes are Browse, Find, Layout, and Preview.

Omit
To remove a record from a found set temporarily, hiding it from view. If you select the Omit option when performing a find request, FilemakerPro shows only the records that do *not* match the search criteria.

Pass (GED section of Intake)
A student must receive a Standard Score of at least 40 on each GED test and at least an overall average of 45 in order to Pass the GED exam.

Plan Prepared By

The name of the person who conducted the Intake interview with the student.

Prep Date
Preparation Date. The date the Intake interview was completed with the student.

Preview
A FilemakerPro mode that enables the user to see what a printed report or other document will look like on-screen prior to committing it to paper.

Program (REG Listing)
See "EFL".

Program
The student's intended goal with your Adult Education program. This field is used for in-house tracking purposes only.

Progress
The progress a student has made in his/her EFL coursework during the academic year. This field should be updated every year as long as the student is active in your Adult Education program.

Proj Grad Date
Projected Graduation Date. The date the student would have graduated from high school had he/she completed high school with his/her original graduating class.

Record
The basic unit of every database. All databases are composed of records, each storing information for a single entity, such as a person, catalog item, videotape, or recipe.

Region
The code number assigned by the State for the area of the state in which your Adult Education program is located.

Relational database program
A program in which shared key fields link information in multiple database files, enabling you to generate reports and display information based on data from more than one database.

Report

A copy of selected information from a database, consisting of specified records in a certain layout, often presented in a particular sort order.

Required field
A field that must be filled in before finalizing the information for the record.

Script
A user-defined sequence of commands and actions that automates FilemakerPro tasks. A script consists of one or more commands associated with a specific database that FilemakerPro will execute automatically or when instructed to do so by the user.

Separation Date
The date the student discontinued services with your Adult Education program and did not achieve his/her goal.

Sort
To rearrange database records in a different order than the one in which they were originally entered. Most database programs including FilemakerPro can simultaneously sort on multiple fields.

Sort order
The order in which a field is sorted. Every FilemakerPro database field can be sorted in one of three sort orders: ascending, descending, or according to a value list.

SSN
Social Security Number. This is a unique value. It is the one absolute identifying feature that makes each student unique.

Status area
The area on the immediate left of the database window.

Title bar
The horizontal bar at the top of a window that shows the name of the window's contents.

Total Credits Required
The total number of credits, as determined by your school district, that a student must complete in order to receive a high school diploma.

Unique field

A field that can contain only data that is not duplicated in any other record.

Value list
A list of acceptable choices or values that have been defined and are associated with one or more fields. Value lists can be displayed as pop-up lists, pop-up menus, or check boxes.

A Listing of the Resource Guides

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How to find CALL on the Web:
http://www.umaine.edu/call/